

## HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 57-07

February 28, 2007

POSITION: Community Recruiter

DEADLINE TO APPLY: March 13, 2007

CLASSIFICATION: Service Coordinator - Children's Services

DEPARTMENT: Job and Family Services

LOCATION: 222 E. Central Parkway

Cincinnati, Ohio 45202

WORK HOURS: 80 Biweekly

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$18.29 per hour

### Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Completion of undergraduate core program in social or behavioral science plus 18 months experience in delivery of social work or related services in governmental, community, or private human services agency. Or completion of graduate core program in social or behavioral science plus 6 months experience in delivery of social work or related services in governmental, community, or private human services agency; or equivalent.

### Listed below is a brief summary of the JOB DUTIES:

The Community Recruiter develops, plans, implements and evaluates marketing, communication and community development programs that increase the pool of potential foster and adoptive families. These marketing, communications and community development programs will target a population that mirrors the population of Hamilton County children in foster care and/or available for adoption. Marketing, communications and community development programs may include: 1) mass media such as television, radio, newspaper, cable and the Internet, 2) community development activities that require developing relationships with businesses, churches, schools, etc. in specifically targeted areas, 3) developing recruitment plans for individual children, 4) developing and maintaining tracking and evaluation methods and data for each program. The recruiter will assist in 1) writing promotional materials, 2) Internet site update and management, 3) direct mail and e-mail list development and management, 4) advertising copy and schedule development and monitoring, 5) other marketing, communications and community development duties as needed. The recruiter will assist the unit in planning, implementing and evaluating events that are conducted by the unit. The purpose of these events is to provide opportunities for potential families to interact with children available for adoption. In addition, the recruiter will participate and assist in evaluating selected events that are conducted by other appropriate organizations. Recruiters will also assist with retention events such as the Appreciation Banquet and Foster Care on the Square. Recruiters will make presentations on foster care and adoption to a wide variety of groups in the community. In addition, recruiters will be responsible for developing and supporting relationships with key community partners. Attends necessary training as required. Performs other related duties as assigned.

### HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department  
County Administration Building  
138 East Court Street, Room 707  
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.